



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Headquarters, 69th Air Defense Artillery Brigade
APO AE 09182

AETV-GW-CO

20 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69th ADA Brigade Policy Letter #13, Family Readiness Groups

1. References.

- a. DA Pam 608-47, dated 16 Aug 1993.
- b. USAREUR Reg 608-2, dated 23 Oct 1998.

2. Effective Family Readiness Groups are essential to the development of self-reliant families and unit readiness. This policy letter outlines basic practices to which all FRG's in 69th ADA Brigade will adhere. The following are brigade requirements that augment existing regulations and provide standardization in critical areas throughout the brigade.

a. FRG leadership must be on appointment orders. These persons include the FRG Advisor, FRG Leader, FRG Treasurer, Family Readiness Liaison, Rear Detachment Commander, and information chain (e-mail/telephone) POC's. Copies of the appointment orders will be maintained at the appropriate unit level headquarters and with the senior spouse at brigade/battalion HQs. Additionally, each individual will have a copy of his or her appointment orders.

b. All official newsletters printed for distribution will be reviewed and signed by the commander of that organization (battalion commanders, and the brigade HHB commander).

c. All individual FRG Treasuries will be maintained in a bank account and regular financial reports will be submitted and kept on file at the appropriate organizational HQ.

d. Each battalion and HHB, 69th ADA Brigade will develop and maintain a current file copy of a unit FRG SOP.

e. All appointment orders will expire upon change of unit command. However, battalion change of command does not nullify existing subordinate unit appointment orders. The new commander must appoint/re-appoint leadership within one week of assuming command.

3. A copy of this letter will be placed on all unit bulletin boards.

R. KIRK LAWRENCE
COL, AD
Commanding

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